



Thank you for volunteering with us.

Please arrive by 9:30 for parent orientation.

When students arrive, have them put their belongings down and line up in front of the business for the morning announcements. Your role is to keep students on task and help them with any questions they may have.

The President will read a speech and then say the pledge. Students will then sit at their desk as we fill out their check envelopes together as a group. Staff will announce all instructions.

- Date
- Where - Paycheck Deposit
- Salary in Deposit & Balance Column - salaries are the last page of this folder.
- Write their name on all their green checks

Each student has a red folder, this folder gives them step by step instructions on how to do their job. Read everything, then they can begin working.

The Bookkeeper's first step is to write a check to the Chamber of Commerce, from the business checkbook. Make sure they do this in order to pick up their supply bin. The group will need the supplies to do their jobs.

Managers first step is to fill out the break schedule, make sure they do this and hang it up in the business so everyone can see it.

Snack & Lunch

Each student will get 1 snack break and 1 lunch break. We will announce all start and end times.

We will announce when it is time to write your check for a snack. Ikea only accepts checks.

Everyone will have 5-10 minutes to write their checks. **NOT GOING TO SNACK UNTIL WE ANNOUNCE THE START**

At snack students will:

- Go to the bank with their paycheck
- Go to Ikea and order a snack using the check they just wrote.
- SIT IN THE CENTER TO EAT.
- Go shopping at the businesses selling merchandise, using your debit card.
- You can only shop on your break times.

Lunch will work the same as snack we will announce when it starts after eating. Students can shop.

REMIND STUDENTS TO UPDATE THEIR CHECK REGISTERS AFTER EACH BREAK

Throughout the day employees can:

- Go to the Medical Center for a check-up
- Go to the bank and
- open a savings account.
- Register for a class at Hofstra.
- Make a donation to United Way.
- Buy a newspaper.
- Become a member of Jovia.

End of Day:

Students can take home their personal check envelopes and all of the merchandise they purchased.

Supply bins should be returned to the Chamber of commerce.

Red and Blue folders will be collected before the end of day meeting.

ALL DEBIT CARDS WILL BE COLLECTED AT THE END OF THE DAY

We will hold a town hall meeting at the end of the day, in which the bookkeeper from each business will share their statement of profit and loss. **FORM IS IN THEIR RED FOLDER.**

Contact Us

For additional information about the Commerce Plaza program, please contact us. Corporate sponsorship opportunities are available. Curriculum is created for all new businesses/sponsorships so as to incorporate their business protocols and practices.

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